

## STOP Reporting Form: Helpful Hints for Subgrantees

This document identifies some common mistakes (i.e., “red flags”) found during the review of data submitted by STOP subgrantees. A “red flag” does not always indicate an error. If your data does not fit within the parameters described in this document, provide an explanation in item 45 (Narrative, Section F). This will help your STOP Administrator understand why your data is different than anticipated. Not all items from the annual progress report will be found in this document. Additionally, not all red flags have been identified in this document. The most common red flags have been highlighted. If you have any questions and comments, contact your STOP Administrator.

**\*\*\*Throughout the entire reporting form, you should report on grant-funded activities as well as activities supported with your required match.\*\*\***

**Other:** Use the “Other” category as a last option when no other category is appropriate. Check to see if your response can fit into an existing category. The category does not have to be a perfect fit to your response. Only when your response is completely different from the existing categories should you use the “Other” category. The vast majority of responses will fit in an existing category. If you use the “Other” category, be as specific as possible. Include the numbers that correspond to each category if you identify more than one in the description box. Do not use acronyms or abbreviations to describe responses in the “Other” category.

### **General Information – Section A1**

*Question 7 (Indian Populations):* If you indicate “yes,” list the specific tribal population(s) for which your program specifically focuses services or programming. Answers such as “all tribes in our service area” or the use of “etcetera” are not valid responses and are red flags. This should not include tribal populations who just happen to live in your service area or if American Indians just happen to come in for services. For example, a program in New Mexico should not indicate that they are serving Cherokee just because there are Cherokee living in their service area.

### **Staff Information – Section A2**

Report the total number of full time equivalents (FTEs) funded by the STOP Program grant and/or required match during the current reporting period. This includes employees who are part-time and/or only partially funded with these grant funds and/or required match as well as contractors and consultants. Additionally, if grant funds and/or required match support overtime, or a service and not a particular person, you will need to calculate FTEs. One FTE is equal to 40 hour per week. You should pro-rate the FTEs for staff that were partially funded, part-time, contract employees, or employed for only a portion of the twelve-month reporting period.. **Only report FTEs that are funded with grant funds and/or required match. Do not report in-kind staff.**

Calculations of FTEs should be based on the 52 week/12 month reporting period (2080 working hours in the twelve-month reporting period equals 1.0 FTE). **The reported FTEs must be in decimals not percentages.** Your calculations do not have to be exact, but should be as accurate as possible. **The reported FTEs should always reflect the job functions performed by the staff, not their job title.**

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### Reference for determining FTEs (Full Time Equivalents)

*Calculations should be based on 52 weeks or 2080 working hours in a twelve-month reporting period.*

**1.0** = (40 hours per week, full time/2080 [40 hours X 52 weeks] hours per twelve months)

**.50** = (20 hours per week, half time/1040 hours per twelve months)

**.40** = (16 hours per week/832 hours per twelve months)

**.25** = (10 hr per week/520 hours per twelve months)

**.10** = (4 hrs per week/208 hours per twelve months)

*Question 9 (Staff):* Generally, any category with more than 5.0 FTE is considered a red flag. More than 1.0 FTE reported in the Administrator category is also a red flag. Provide an explanation in item 45 of the Narrative (Section F) if your data exceeds these numbers.

You are not required to report FTEs that total less than .10 per category (4 hours per week or 208 hours per twelve months), but it would be helpful if you included a note in item 45 of the Narrative (Section F). For example, "Contract attorney provided 60 hours of civil legal assistance to victims/survivors."

### Examples for calculating FTEs

Example 1: Your program uses grant funds for a full-time law enforcement officer. The officer spends approximately 50% of her/his time performing law enforcement activities and the other half developing training curricula and providing training to other officers. You would report .50 in the "Law enforcement officer" category and .50 in the "Trainer" category.

Example 2: Three months into the reporting period, a full time victim advocate was hired. In this case, you would need to pro-rate the FTEs to reflect nine months of the twelve-month reporting period. The correct FTE under "Victim advocate" would be .75 FTE (9 months/12 months).

Example 3: Your program uses the required match to support 20 hours a week for a prosecutor dedicated to sexual assault, domestic violence, and stalking cases. You should report .50 in the "Prosecutor" category.

Example 4: Your program used STOP Program funds to pay overtime for officers in the domestic violence unit; you need to convert this time into FTEs. Over the twelve-month reporting period, this came out to approximately 20 hours per week. You should indicate .50 FTE (20 hours/40 hours) in the "Law enforcement officer" category.

Example 5: Your program uses grant funds to contract out victim services to a local DV program. The DV program receives \$15,000 over the course of a 12-month period to provide these services. Indicate FTEs under the appropriate existing category; i.e., "Victim advocate," "Counselor," etc. To determine FTEs, find out the average salary of a full-time person providing victim services and compare to the amount contracted. In this case, if the average annual salary of a full-time advocate is \$30,000, you would divide 15,000 by 30,000 (15,000/30,000) to determine the FTEs. This equates to 0.50 FTEs. FTEs can also be based on the number of hours that services were provided over the reporting period. To calculate FTEs, determine the average number of hours per week and divide by 40 (hours per week)

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or, add all hours worked during the 12-month reporting period and divide by 2080 (hours for one FTE for 12 months).

Example 6: Your program has contract attorneys that provided Civil Legal Assistance during the twelve-month reporting period. At the end of the reporting period, you determined through invoices that they provided 120 hours of service. The FTE equivalent would be .06 (120 hours/2080 hours). In this case, because the FTE for civil attorney was less than .10 FTE, you may decide to omit this information in Question 9. It is helpful if you provide a brief statement about the intended omission in item 45 of the Narrative Section, so your STOP Administrator will know who performed certain activities.

Responses in the “Other” category should be very specific, and you should always report FTEs based on job functions and not job titles. Responses such as graduate assistant, contractor, and consultant are not valid. We need to know the functions performed by those people. Some acceptable “Other” category entries include data analyst, investigator (if working for the prosecutor), program evaluator, and batterer intervention staff.

### **Purpose Areas – Section B**

*Question 10 (Statutory purpose areas):* Check all purpose areas that apply to activities engaged in with STOP Program funds during the current reporting period. If you are not sure which purpose area(s) apply to your grant program, contact your STOP Administrator. **You should always check at least one purpose area.**

### **Training – Section C1**

It is important to understand that training and education are two different activities. Only training activities should be reported in this section.

**Training** is for professionals or volunteers acting in the role of a professional, to improve their response to victim/survivor safety and to increase offender accountability.

**Education** means providing general information that will increase awareness of sexual assault, dating violence, domestic violence, or stalking.

Training is **not** an educational presentation or prevention education. If you are presenting to a group that is typically not seen as professionals that work with victims/survivors or offenders, you should question whether you are providing training or education. Some examples of education (that should not be reported in this section) include presentations to general public, local civic groups, students (unless they are pre-professional students), victims/survivors, parents, or education via the media (TV, newspaper, or radio).

**Only training activities can be reported in this section.** There is not a place on the form to report education activities. ***You should contact your STOP Administrator if you are not sure if an activity is training or education.***

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**In this section, only report the training provided to non-grant-funded staff and supported with grant funds and/or required match.** You should not count staff development activities in this section. Staff development is training to improve professional skills of grant-funded/match-supported staff or staff used to fulfill match requirements.

For example, you sent three judges who are not grant-funded and two judges who are grant-funded to a conference. You will count this as one training event in Question 11 and then report only the three judges who are not grant-funded under the “Court personnel” category in Question 12. You can train your grant-funded staff, but you should not report those activities in this section.

If grant-funded staff or staff used to fulfill match requirements spent more than 208 hours over the 12-month reporting period providing training, coordinating training, developing curriculum, etc., this should be reflected in item 9 (Staff, Section A2) under the “Trainer” category.

*Question 11 (Training provided):* List all training events provided during the current reporting period that were supported with grant funds and/or required match and provided to non grant-funded staff.

Remember that a training event may be a five-minute roll call or a three-day conference. If you would like to provide additional information about the nature of the training events supported with STOP Program grant funds and/or required match, you may do so in item 45 of the Narrative (Section F).

Example: Grant-funded staff went to a conference and provided a workshop for three days for a completely different audience each day. In this case, report three separate training events and report each person attending each workshop. However, if you are holding a class and the audience is the same each week over a five week period, this would be considered one training event and you will count the people trained only once.

*Question 12 (People trained):* Most categories with over 100 people would be a red flag. If you report a number that exceeds this number, include a note in item 45 (Narrative, Section F) that verifies the accuracy of the number reported.

The number reported in the “Community advocacy organization staff” category should typically be low. Community advocacy organizations are those that advocate for specific populations such as the Gray Panthers, NAACP, Human Rights Campaign, and National Organization for Women. For the purposes of this reporting form, community advocacy organizations are not sexual assault, domestic violence, or stalking programs.

Use the “Other” category only if your response does not fit into any existing category. For example, if you train dispatchers who are not a part of law enforcement, but they dispatch calls to law enforcement, you should count the dispatchers under the “Law enforcement officer” category. If you provide training at community police academies, or to other types of volunteers, you should count them under “Volunteers.” Child protective service workers, city workers, county workers, and other government workers should be placed under “Government agency staff.”

The vast majority of responses will fit in an existing category. Some acceptable “Other” category entries include public school staff, interns, and social work students. If the individuals or groups listed are not typically thought of as professionals working with victims/survivors, this would be a red flag.

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*Question 13 (Training content):* Check all content areas that were addressed in the training that you provided during the current reporting period. Use the existing categories whenever possible, even if your response is not a perfect match. If the “Other” category is used, list specific topics and not the title of the training or the conference name. Rarely has a topic listed in the “Other” category been a valid response.

### **CCR – Section C2**

This section provides a picture of the relationships that you have with other agencies and organizations within your community and the frequency with which you interact with these agencies and organizations. You should include all agencies and organizations, not just your grant partners.

Your participation in these coordinated community response (CCR) activities should be in within the scope of your grant program. In the event that grant-funded staff are not participating in CCR activities, but CCR activities occur within the scope of your grant program, you should report those activities in this section.

*Question 14 (Coordinated Community Response activities):* Report only one interval of frequency for each agency/organization in the “Referrals, consultations, and/or technical assistance” column and only one interval of frequency in the “Meetings” column. Use your judgment to determine the most accurate frequency. For example, you work with three different LE agencies. You determine that you have contact with one on a daily basis, contact with one on a weekly basis, and contact with one on a monthly basis. These contacts include victim/survivor referrals, consultations, and technical assistance. You would indicate daily in the second column (victim/survivor referrals, consultations, and technical assistance) because the most frequent contact you have with a law enforcement agency is daily.

The “Health/mental health organization” category is for hospitals and mental health providers. The agency/organization does not have to provide both health and mental health services for you to use this category. Hospitals would fall under this category. The “Domestic violence program” category refers to those programs that provide direct victim services, such as shelter.

Use the existing categories whenever possible. Keep in mind that your response does not need to be an exact fit to an existing category. Use the “Other” category when your response does not fit in an existing category. Break down membership of a task force or advisory group by using the existing categories. Report the individual agencies and organizations that participated in these groups. Do not put “Task Force” or “Advisory meeting” in the “Other” category

### **Policies – Section C3**

*Question 15 (Policies or protocols developed, substantially revised, or distributed):* Only report policies/protocols that have been completed. Do not report policies/protocols that are still under development or revision. Only those policies/protocols supported with grant funds, and/or the required match, should be reported in this section.

*Develop:* To create a new policy or protocol.

*Substantially revise:* To make a significant amendment to an existing policy or protocol.

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*Implement:* To carry out a new or revised policy or protocol as standard practice.

### **Products – Section C4**

*Question 16 (Products developed, substantially revised, or distributed):* Only report products that have been completed. Do not report products that are still under development or revision. Only those products supported with grant funds, and/or the required match, should be reported in this section.

*Develop:* To create a new product.

*Substantially revise:* To make a significant change to an existing product.

*Number developed or revised:* The number reported as developed or revised should not be more than the number of products listed in the “Title/topic” column. The number developed or revised refers to the number of products created from scratch or revised. Do not report the number printed. There is not a place on the reporting form to report the number printed.

*Number distributed:* You must report a number. Do not report, “distributed widely,” “on-going,” or “distributed at all training events.”

*Languages:* Do not specify English.

Example, during the current reporting period, you developed one brochure with grant funds and/or required match and had a thousand copies made. Report only one in the “Number developed or revised” column. In the “Title/topic” column, list the title or topic of the brochure. If you are going to distribute this brochure to victims, indicate “victims” in the “Intended audience” column. If you distributed 500 copies of the brochure, report 500 under the “Number used or distributed” column. If it was developed in a language other than English, indicate the language in the “Other language” column.

### **Data Collection and Communication Systems – Section C5**

*Question 17 (Data Collection and/or communication systems):* Report the use of STOP Program funds and/or required match for data collection and/or communication systems. Only indicate the activities that were engaged in with grant funds and/or required match during the reporting period. If you purchased equipment in the previous reporting period, do not report it purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

*Question 18 (Purpose of data collection and/or communication systems):* Check the purpose of data collection and/or communication systems. If you use the “Other” category, be as specific as possible.

### **Specialized Units – Section C6**

A specialized unit is a centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges responsible for handling domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your STOP Program grant funds and/or required match. For the purposes of this report form, a specialized unit only exists within the criminal justice system and should consist of criminal justice personnel. A

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victim advocate can be part of a specialized unit, but a victim advocate alone does not constitute a specialized unit.

*Question 19 (Specialized Units):* Indicate the activities that grant funds supported during the current reporting period. Once you have reported a specialized unit as developed you will not report it as developed again.

The “Other” category should be used only when funds are used for an activity other than the activities listed; i.e., develop, support, expand, coordinate, or train. This category should not be used to describe a specialized unit. If the “Other” category is used, the response should be very specific. To date, all responses in the “Other” category could have been placed under an existing category or should not have been reported as a specialized unit.

### **System Improvement – Section C7**

*Item 20 (System Improvements):* Report improvements to the larger service delivery or response system. Think about improvement as a broad system issue, something that will change the entire system.

If you reported the purchase of equipment in the Data Collection and Communication System Section (C5), you can report it again in this section.

If you use the “Other” category, please be as specific as possible. Responses such as “improved prosecution” are not valid because you should report how prosecution was improved.

### **Victim Services (Section D)**

There are a few requirements that must be met before a victim is counted in this section.

1. A key word here is ***seeking***. The victim/survivor has to request or accept services before you can count them in this section.

In many jurisdictions, law requires that an attempt be made to contact victims. Additionally, many subgrantees have outreach programs. For subgrantees with such statutory requirements and/or outreach programs, it is critical to remember that if a victim does not request or accept services they can not be counted in this section. This means that if you are required to send letters to all victims, you can only count victims in this section if they respond to the letter and request or accept services. Additionally, if your program contacts all victims by phone or in-person, you cannot count a victim in this section unless they request or accept services. You can however, report the victims you attempted to reach through outreach activities, and/or the number you contacted who did not want any services, in item 45 of the Narrative Section.

2. The services requested must be supported with your STOP Program grant funds and/or required match.

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3. Only the primary victims of sexual assault, domestic violence and/or stalking should be counted in this section. Primary victims are those victims against whom the sexual assault, domestic violence and/or stalking was directed. ***Secondary victims should not be reported in this section.***
4. The federal definition of sexual assault, domestic violence and stalking should be followed. This definition can be found in the separate instructions to the report form, at Item 8.

You should make sure that all of these requirements are met when determining which victims you can count in this section.

Once you have determined that a victim should be counted in this section, your next step will be to determine if they were served, partially served, or not served. If you report victims as not served or partially served, it does not mean that you did not do your job. These categories were created to show Congress the real picture. Yes, many victims are served today but there are still a lot of victims who need help.

*Question 21 (Victims served, partially served, and not served):* Provide, to the best of your ability, an unduplicated count for each category: **served, partially served, or not served** for the current reporting period. This means that each victim who sought/accepted grant-funded services during the current reporting period should be reported only once.

Example 1: A victim request services three different times during the current reporting period, you should report this person only once in question 21 even though they came in three different times.

Example 2: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will still count them once in item 21.

Example 3: Your program offers court accompaniment and crisis intervention. A victim comes in and asks for these two services that are grant-funded and you are able to provide these services. In this case, the victim would be counted as **served**. On the other hand, if a victim comes in and asks for these two grant-funded services, but your program can only provide them with crisis intervention because the advocate is busy on the day they need to go to the court, count this victim as **partially served**, because your program could not provide court accompaniment. In the last scenario, if a victim comes in asks for these two grant-funded services and you are not able to provide either of them, you would count this victim as **not served**, because you were not able to provide either court accompaniment or crisis intervention.

Count a victim/survivor **served** if they requested grant-funded services, or services provided through the required match, and your program was able to provide all of those services.

Count a victim **partially served** if they requested grant-funded services, or services provided through the required match, but your program could not provide all of those services.

Count a victim **not served** if they requested grant-funded services, or services provided through the required match, and your program could not provide any of those services due to programmatic issues such as those listed in question 22.



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In this section, do not count a victim who only asks for services that are not grant funded, or provided through the required match. If your program provides a victim/survivor with a mix of grant-funded and non grant-funded services, you do not factor in your program's ability to provide the non grant-funded services when trying to determine if they are served, partially served, or not served.

*Question 22 (Reasons Partially Served or Not Served):* Indicate the reason(s) victims/survivors were reported as not served or partially served. The list of existing categories is comprehensive. To date, all reasons listed in the "Other" category could be reclassified or indicated the victim should have been reclassified (served, partially served, or not served), or the victim should not have counted in this section.

- If a victim refuses all services, then the victim should not be counted at all.
- If a victim requested services and then could not be located and no services were provided, then the victim should not be counted at all, unless the person was on a waiting list.
- If a victim cannot be located after some services were provided, then the victim should be counted as served, unless the person was on a waiting list.
- A victim who was on a waiting list and cannot be located when services become available should be counted as partially served or not served, depending on whether or not they received some of the grant-funded services they requested.
- If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim should be counted as served, even if your program did not complete the service.

Questions 21 and 22 have to do with your program's ability to provide the grant-funded services requested not whether or not a victim/survivor wants your services or chooses to continue using your services.

*Question 23 (Demographics):* High numbers in the "Unknown" categories is a red flag (25% or more). If there is a high number in the "0-17" category under age, this is an indication that your program might be serving children of sexual assault, domestic violence, and/or stalking victims. This section is for primary victims of sexual assault, domestic violence, and/or stalking only. The total number in the "Race/ethnicity" category can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. The total number for age and gender should equal the total number of victims/survivors served and partially served (21A and 21B).

*Question 24 (Relationship to offender):* The total number reported here can be greater than the total number of victims/survivors served and partially served (21A and 21B), but it cannot be less. There should not be a high number of unknowns (15% or more). If the "Other" category is used, make sure your response cannot be placed in an existing category. Anytime the "Other" category is used, the response should be very specific. The "Acquaintance" and "Stranger" categories should not be indicated as a relationship for domestic violence victims.

*Question 25 (Victim services):* Report all types of grant-funded services that a victim received. No individual service category should have a number greater than the total number of victims served and partially served (21A and 21B). The cumulative total of all services can be higher than 21A and 21B. This is what is meant in the instruction, "The number of victims/survivors reported here may total more than the sum of 21A and 21B." Only report how many victims received a service not how many

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times a service was provided. For example, if a victim attends a 12-week support group during the 12-month reporting period you would only report this service once for that victim.

If a victim/survivor utilizes your grant-funded/match-supported hotline service, count this person in question 21 (*Victims served, partially served, and not served*).

If the “Other” category is used, the response should be very specific. In the “Other” category, you should not list information, referrals, and/or safety planning. We assume every victim receives these services and are not collecting information on these types of services. Some acceptable “Other” responses include emergency cash, food, clothing, and transportation.

*Question 26 (Shelter services):* The number of victims/survivors reported in each individual category (“Emergency shelter” or “Transitional housing”) should not exceed the total number of victims served and partially served (21A and 21B). The cumulative total of both services can be higher than 21A and 21B. Under the “Number of victim/survivors” and “Number of family members,” provide an unduplicated count of the number of victims and family members who received shelter services. For example, if a victim is provided emergency shelter on three separate occasions and transitional housing on one occasion during the reporting period, count this victim once in each category, although all bed days are counted.

*Item 27 (Domestic protection orders):* The number of protection orders reported should reflect the number in which grant-funded/match-supported staff actually assisted a victim in obtaining the protection order. If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, this would be a red flag. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

### **Law enforcement – Section E1**

In this section, you should report only the activities of law enforcement officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match.

*Question 28 (Activities):* Only those cases or incidents related to sexual assault, domestic violence, and stalking should be reported.

Only the calls for assistance that were related to sexual assault, domestic violence, and stalking should be reported.

All subgrantees should report on “Incident reports,” “Cases/incidents investigated,” “Arrests of predominant aggressor,” and “Referrals of cases of prosecutor.” If your grant-funded/match-supported staff do not engage in these activities, include a note in item 45 in the Narrative (Section F) that explains the omission of this data. When relevant, report on other categories such as dual arrests and arrests for violation of bail bond.

For the purposes of the reporting form, an incident report refers to any time an officer responds to a sexual assault, domestic violence, or stalking related call. There does not need to be a formal form that is completed. An investigation occurs when evidence is collected and witnesses interviewed.

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Reporting the same number of “Protection/ex parte/temporary restraining orders served” and “Protection orders issued” is a red flag. To determine the appropriate category ask, “Who issued the order?” Only the jurisdictions in which law enforcement has the power to issue a protection order should report in the “Protection orders issued” category. If the court issues a protection order and law enforcement is tasked with serving the offender with the protection order, this would be reported in the “Protection/ex parte/temporary restraining orders served” category.

*Question 29 (Domestic violence protection orders):* The number of protection orders reported should reflect the number in which grant-funded/match-supported law enforcement officers actually assisted a victim in obtaining the protection order. Low numbers or no numbers are common in this item. The exception is when law enforcement can actually issue protection orders. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

### **Prosecution – Section E2**

In this section, you should report only the activities of prosecutors that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those charges and cases related to sexual assault, domestic violence, and stalking should be reported.

*Question 30 (Number of sexual assault, domestic violence, and/or stalking cases received, charged, not charged, or transferred)*

30a (Number case referrals received),

30b (Number of cases in which charges were filed),

30c (Number of cases in which an affirmative decision was made not to file charges),

30d (Number of cases transferred to a higher or lower court):

All subgrantees using funds for prosecution activities should complete 30a (received) and 30b (filed).

*Question 31 (Number of pending charges and number of new offenses charged):* The total number of new charges filed during the current reporting period should typically be equal to or greater than the number reported in question 30b (filed). If five charges are filed in one case, you should report each of those charges.

Numbers should be reported in both the pending charges column and the new charges column. If you have not previously filed an annual progress report, include all charges that will be handled by grant-funded/match-supported staff that are pending at the time grant funds/required match began to support prosecution activities. Pending charges are those charges pending at the beginning of the reporting period regardless of the reporting period in which the charge originated.

Misdemeanor charges that are related to sexual assault, domestic violence, and/or stalking should be reported in the “Misdemeanor” categories, regardless of the name of the charge. The same is true for felony charges. The use of the “Other” category is a red flag. If you use the “Other” category, be as specific as possible.

*Question 32 (Disposition of charges):* The number of dispositions for an offense should not be more than the number of pending and new charges reported for that offense in question 31. For example, five pending domestic violence ordinance charges and ten new domestic violence ordinance charges are reported in question 31. In question 32, there should be no more than 15 dispositions for domestic

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violence ordinance charges. Provide an explanation in question 45 (Narrative, Section F) if your data differs from these instructions.

You should only report the disposition of the original charges. For example, an offender is charged with felony sexual assault and because of a plea bargain, the felony is dropped in an exchange for a guilty plea to a misdemeanor sexual assault charge. You should only report on the initial felony sexual assault charge by indicating "Plead lesser." The misdemeanor charge that came out of the plea bargain would not be reported.

If the "Other" column under "Number Dismissed" is used, provide more information as to the nature of these dispositions in question 45 of the Narrative (Section F).

*Question 33 (Tribal subgrantees):* Only tribal subgrantees should complete this question.

*Question 34 (Protection orders):* The number of protection orders reported should reflect the number in which grant-funded/match-supported prosecution staff assisted a victim in obtaining the protection order. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed.

### **Courts – Section E3**

In this section, you should report only the activities of court personnel that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those charges and cases related to sexual assault, domestic violence, and stalking should be reported.

*Question 35 (Number of criminal charges):* Numbers should be reported in both the pending charges column and the new charges filed column. If you have not previously filed an annual progress report, include all charges that will be handled by grant-funded/match-supported staff or court that are pending at the time grant funds/required match began to support prosecution activities. Pending charges are those charges pending at the beginning of the reporting period regardless of the reporting period in which the charge originated.

*Question 36 (Disposition of criminal charges):* The number of dispositions for an offense should not be more than the number of pending and new charges reported for that offense in question 35. For example, in question 35, you report five pending stalking ordinance charges and ten new stalking ordinance charges. In question 36, there should be no more than 15 dispositions for stalking ordinance charges.

*Question 37 (Judicial monitoring):* The number of review hearings conducted should not be less than the number of offenders reviewed. Each individual hearing that is conducted should be counted. For example, your program holds review hearings on the second Tuesday of the month. Over the 12-month reporting period, the same 50 offenders are reviewed each month. You would report 50 offenders reviewed and 600 (50 offenders X 12 months) review hearings conducted.

*Question 39 (Civil protection orders):* The number of protection orders reported should reflect the number of civil protection orders processed by the court. The number of protection orders granted should not exceed the number requested and both the number requested and granted should be completed. If this item is not completed, provide a reason in question 45 in the Narrative (Section F).

## **STOP Reporting Form: Helpful Hints for Subgrantees**

### **Probation and Parole – Section E4**

In this section, you should report only the activities of probation officers that are grant-funded, or supported with the required match, and activities directly supported with grant funds or the required match. Only those cases related to sexual assault, domestic violence, and stalking should be reported

*Question 40 (Number of cases):* If you have not previously filed an annual progress report, include all continuing cases at the time grant funds/required match began to support probation and parole activities. Only report those cases handled by grant-funded/match-supported staff. The number completing probation should not be higher than the number of pending and new cases.

*Question 41 (Monitoring activities):* You should complete both the number of offenders/victims and the number of contacts. For example, your grant-funded staff monitor 60 offenders over the twelve-month reporting period. Over the course of the reporting period, grant-funded staff had telephone contact with each offender once a month. In the “Telephone contact with offender” category report 60 offenders and 720 contacts (60 offenders X 12 contacts).